

DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY

HUMAN RESOURCES MANAGER
Human Resources Division

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Candidates on a current examination list or Lateral Transfers**

Location: Hartford, CT **Hours:** 40

Job Posting No.: TH107643CO **Salary:** MP-65, \$86,813.00 - \$118,362.00, (Annually)

Closing Date: September 23, 2015

The Department of Children & Families is recruiting for a Human Resources Manager within the Human Resources Division. This position will be located in Central Office in Hartford, CT and will be responsible for oversight of the Records Management (Core), Payroll and Worker's Compensation functions.

Eligibility: **Candidates must have passed the Human Resources Manager examination promulgated by the Connecticut Department of Administrative Services (DAS) by date of appointment. State employees may apply for lateral transfer if they currently hold the title of Human Resources Manager, or have attained permanent status in the class since their most recent hire date.**

Example of Duties: Directs staff and operations of a comprehensive human resources management program or complex centralized function(s); coordinates, plans and manages human resources activities; formulates program goals and objectives; develops or assists in development and implementation of agency human resource policies; interprets, administers and ensures compliance with state and federal human resources, employment and equal opportunity laws, regulations, policies and procedures; evaluates staff; prepares and manages division budget; maintains contacts with individuals within and outside of the agency who might impact on human resources activities; provides staff training and assistance; interprets and ensures adherence to collective bargaining agreements; advises administrative officials, managers and supervisors regarding labor relations, human resources policy and procedure, proper organizational structure and use of class specifications; partners with administrative officials in strategic planning to ensure alignment of human resources activities with organizational goals and strategies; proactively plans to address emerging agency human resources needs including workforce planning; performs related duties as required.

Minimum Qualification: Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of public human resources administration; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of labor relations; knowledge of the principles and practices of classification and organizational design; knowledge of the principles and practices of compensation; knowledge of occupational safety and health; knowledge of payroll procedures and operations; knowledge of employment practices related to civil rights, equal employment opportunity or affirmative action plans and programs; considerable interpersonal skills, considerable oral and written communication skills; considerable conflict resolution skills; considerable ability to analyze and interpret laws, statutes, regulations, policies and collective bargaining agreements; ability to apply organizational development principles and practices; ability to strategically plan including succession planning and aligning human resources to agency goals and objectives; ability to apply innovative solutions to organizational problems.

General Experience: Nine (9) years professional experience in human resources management.

Special Experience: One (1) year of the General Experience must have been at the full advanced working level in human resources management. For state employees this is interpreted at the level of Principal Human Resources Specialist or Human Resources Consultant 3.

Substitution Allowed: **(1).** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. **(2).** A Master's Degree in public administration, human resources management, labor relations, industrial/organizational psychology or other closely related field may be substituted for one (1) additional year of the General Experience. **(3).** For state employees one (1) year as a Principal Human Resources Specialist or Human Resources Consultant 3 may be substituted for the General and Special Experience.

Special Requirements: **(1).** Incumbents in this class must successfully complete the State of Connecticut Certification in Human Resources Management Program within six (6) months of appointment. **(2).** Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to the address below. Please reference Job Posting No. **TH107643CO**.

DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
FAX: (860) 550-6433

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.